

~~CONFIDENTIAL~~

Report for Week Ending 12 February 1958  
from

25X1A9a

1. Contributions

a. Intangible

25X1A8a (1) Evaluated Employee Suggestion No. 58-177 and recommended  
the [redacted] charge-out forms for files in the

25X1A9a (2) Collaborated with [redacted] in manning the records  
management display at the Support Services Exhibit.  
Completed an outline of the main points covered during the exhibit.

2. Projects

a. Active

(1) Graphics Register, Film Index - Was informed by the Chief,  
Physical Security Division, that the modification of specialty-  
type filing equipment to meet Agency security requirements  
is impractical. However, this statement was based only on  
modifying mechanically operated equipment. I'm arranging  
for a meeting with representatives of Security and Roll-Dex  
to determine the feasibility of modifying movable tray equip-  
ment.

(2) Employee Suggestion No. 58-303 - Costs of storing unclassified  
materials in adjustable steel shelving, bookcases, and  
Diebold Add-A-Shelf equipment are being determined.

3. News

25X1A9a a. External training requirements for the Spring and Summer are  
being estimated. I am getting additional information on the  
American University extension course on records management  
conducted by [redacted]

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